



## DDOA Grant Compliance Information

Listed below are the obligations of organizations receiving grants from the Delaware Division of the Arts. Failure to adhere to these requirements may result in forfeiture of grant awards and/or ineligibility for future funding. Please call the DDOA office at 577-8278 (when calling from New Castle County) or 739-5304 (when calling from Kent or Sussex Counties) if you have any questions.

### 1. Documents which grant recipients must return to DDOA by August 18, 2006

- ☐ **A. Contract:** Two copies of our contract are enclosed. Please read and sign both copies and return **one** copy to the DDOA. Retain the second copy for your records. Once your grant contract has been signed and approved, no major changes may occur in activities, personnel, venue, or budget without advance approval from DDOA. Funds granted must be expended solely for activities described in the approved application. Requests for changes in the grant must be submitted, in writing, at least 30 days prior to the change.
- ☐ **B. Cash Request Form:** The enclosed Cash Request Form requires that you designate when you plan to spend your DDOA grant award. All grant categories (except the Delaware Arts Stabilization Fund and Public Impact) will have 15% withheld until completion of the contract terms and submission of the required Final Evaluation Forms. **DDOA funds will not be disbursed without a Cash Request Form on file.**
- ☐ **C. Advocacy Representative Information/E-mail for DDOA Communications Form:** Please provide DDOA with the name of your organization's person assigned with responsibility for arts advocacy. Also provide the primary e-mail address for your organization that DDOA can use for communication.

### 2. Delaware Division of the Arts Grant Recipients Must Provide Credit to the DDOA

- A.** Grant recipients are required to include the following credit in all advertising, news releases, printed programs or posters, promotion, or publicity related to DDOA funded activities:

***This program is made possible, in part, by grants from the National Endowment for the Arts, and the Delaware Division of the Arts, a state agency committed to promoting and supporting the arts in Delaware. The Delaware Division of the Arts provides technical and financial assistance to artists and arts programs and serves as a clearinghouse for information on the arts.***

***(Note: The last sentence is optional and may be omitted in paid advertising.)***

- B.** All arts organizations that have World Wide Web homepages are required to electronically link their sites to the DDOA's homepage utilizing the following credit:

**This program is made possible, in part, by grants from the National Endowment for the Arts, and the Delaware Division of the Arts, a state agency committed to promoting and supporting the arts in Delaware. For additional information on arts activities in Delaware, visit the Delaware Division of the Arts homepage, [www.artsdel.org](http://www.artsdel.org).**



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(Note: The grant recipient shall place a hyperlink on the words "Delaware Division of the Arts" in the second sentence of the credit, creating an electronic link to the following URL address: <http://www.artsdel.org>)

- C. When grant recipients display logos of contributors, the DDOA logo must also be included. Print and digital logos are available from DDOA upon request.

### 3. Reporting Requirements

- A. **Schedule of 2006-2007 Events:** Submit a schedule of DDOA-supported projects/programs that your organization will be presenting during the period, September 1, 2006–August 31, 2007. Include the title of each presentation, the date(s) and time(s) of each presentation, the location of each presentation, and a phone number for the public to call for information.
- B. **Current Board List:** Organizations are responsible for providing DDOA with their most current board list, including changes in membership when they occur.

### 4. Advocacy

As a recipient of funds from the National Endowment for the Arts and the Delaware Division of the Arts, each member of your board or project advisory committee should be a spokesperson for public and private support of the arts.

### 5. Photographic Documentation

The Delaware Division of the Arts maintains a photography archive documenting events presented by grantees. These photographs are used in promotional materials and presentations to community groups. Organizations are encouraged to submit at least one photograph with their Final Evaluation. However, photographs can be submitted throughout the year. Original black/white, color or digital images are acceptable. Digital images can be e-mailed to [delarts@state.de.us](mailto:delarts@state.de.us). Photo credit will be given if supplied by the organization.